

Employee Post-Travel Disclosure of Travel Expenses

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PUBLIC RECORDS

2018 AUG 17 AM 11:24

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): International Republican Institute

Travel date(s): July 24, 2018- August 1, 2018 (dates in country: July 25, 2018-July 31, 2018)

Name of accompanying family member (if any): None

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$4456 (ground transport and flights)	\$924	\$230	\$130 (vests, hats, bags, visa)

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): We had meetings with local non-governmental organizations, civil society, some of the political parties and their leadership, and met with local voters

ahead of the July 30th elections. We were then deployed to different parts of the country to observe the polling station procedures, observe the election and the subsequent counting of the ballots. Throughout the day we would report back our assessments of what we were observing at each polling station we visited to IRI and NDI.

8-17-18
(Date)

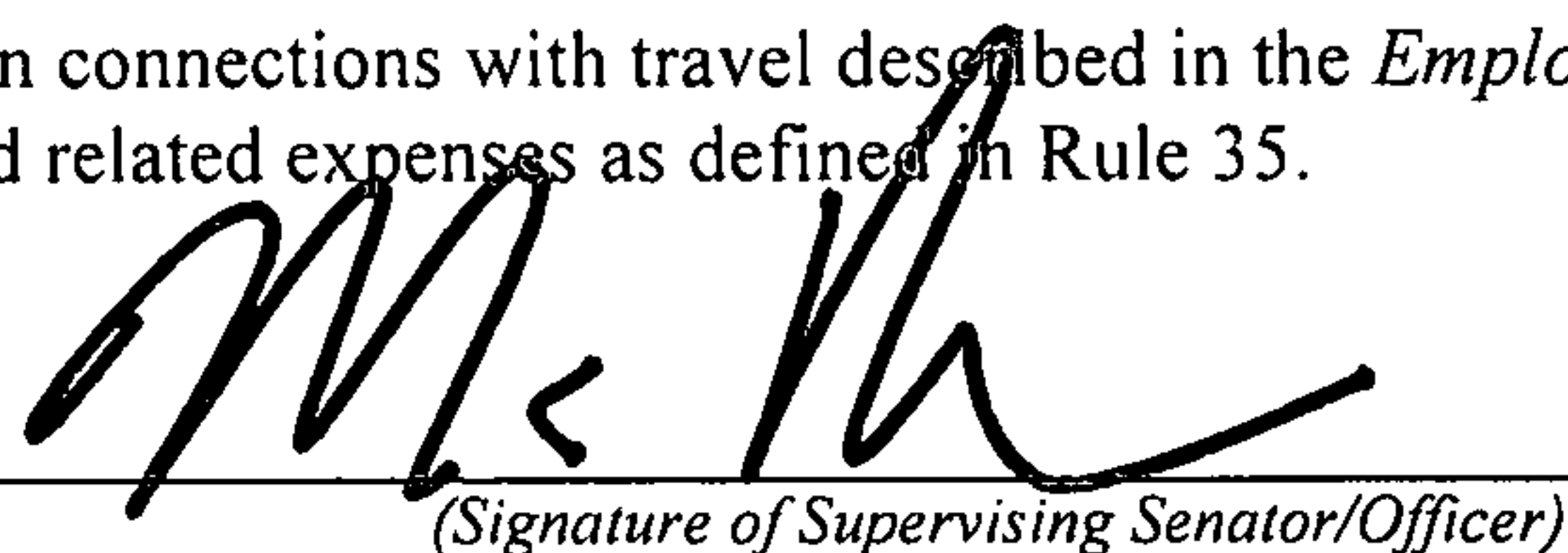
Bethany Bulos
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

8-17-18
(Date)


(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in **SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Bethany Poulos

Employing Office/Committee: Senator Marco Rubio

Private Sponsor(s) (list all): International Republican Institute

Travel date(s): July 24, 2018 - August 1, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Harare, Zimbabwe

Explain how this trip is specifically connected to the traveler's official or representational duties:

As Senator Rubio's Legislative Assistant for Foreign Policy, I handle issues related to human rights and democracy promotion. This trip will give our office a first-hand opportunity to engage in democracy promotion by participating as observers in Zimbabwe's upcoming elections.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

6-22-18

(Date)

Bethany Poulos

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Marco Rubio hereby authorize Bethany Poulos
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☒

6-22-18

(Date)

M. Rubio

(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): International Republican Institute (IRI)
-
2. Description of the trip: The IRI-sponsored Zimbabwe International Election Observation Mission (ZIEOM)
of Zimbabwe's July 30, 2018 national elections will contribute to a transparent electoral process.
-
3. Dates of travel: 07/24/2018 - 08/01/2018 (dates in country: 7/25/18 - 7/31/2018)
-
4. Place of travel: Harare, Zimbabwe
-
5. Name and title of Senate invitees: Bethany Poulos, Legislative Assistant, Sen. Marco Rubio
-
6. I *certify* that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR –
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
-
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND –
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
-
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND –
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

IRI has been conducting EOMs since 1984. In response to President Emmerson Mnangagwa's public statements welcoming international observers to monitor the upcoming Zimbabwe elections, IRI will deploy an EOM to observe the elections. IRI is the sole organizer of the program and is overseeing all logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

IRI is a nonpartisan, non-governmental international democracy development organization. IRI works with organizations and individuals across the globe to help citizens build democratic societies that are open, responsible, and accountable. This ZIEOM will contribute to a transparent electoral process.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

IRI has sponsored travel for congressional staff and members of Congress to provide their legislative expertise during various international election observation missions, workshops and trainings.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

IRI works with governments, organizations, individuals, civil society, political parties, and marginalized groups to help citizens build democratic societies that are open, responsible, accountable and resilient. IRI also implements election observation missions.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$2771	\$1536	\$721	\$100 for materials such as observer hat/vest
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip involves an event that is arranged or ornaized without regard to congressional participation.

18. Reason for selecting the location of the event or trip

This ZIEOM is headquartered in Zimbabwe's capital city, Harare, in order to conduct meetings with government and non-governmental orgnizations.

19. Name and location of hotel or other lodging facility:

The York Lodge in Harare, Zimbabwe

20. Reason(s) for selecting hotel or other lodging facility:

This hotel was chosen because it is a secure hotel in downtown Harare with proximity to the ZIEOM office.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

All lodging, meals and other expenses provided to trip participants will be at or below State Department established per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach transportation will be provided.

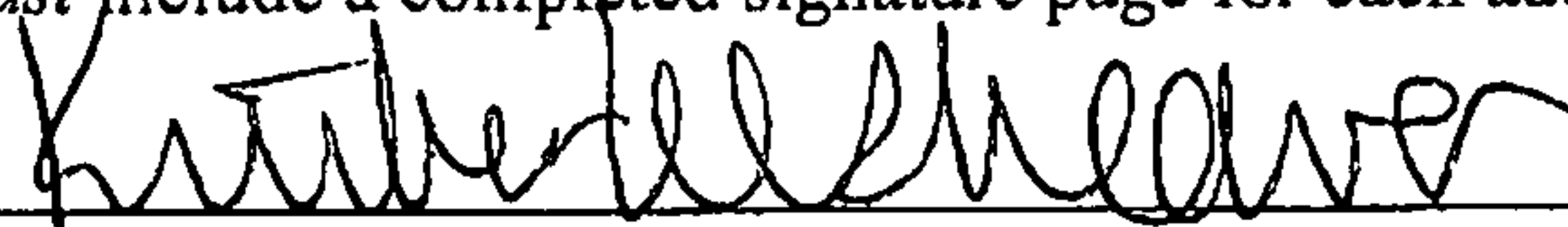
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Kimber Shearer, Counsel and Vice President for Strategy and Development

Name of Organization: International Republican Institute (IRI)

Address: 1225 Eye Street NW, Suite 800, Washington, DC 20005

Telephone Number: 202-408--9450

Fax Number: N/A

E-mail Address: kshearer@iri.org

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

SIGNATURE PAGE FOR ADDITIONAL SPONSOR

(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the _____ trip
Dates of Travel (Month Day, Year)

to _____ is true, complete, and correct.
Place of Travel

Signature of Travel Sponsor: _____

Name and Title: _____

Name of Organization: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

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Instructions
(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics (“Ethics Committee”) has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
 - a. the stated mission of the organization sponsoring the trip;
 - b. the organization’s prior history of sponsoring congressional trips, if any;
 - c. other educational activities performed by the organization besides sponsoring congressional trips;
 - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
 - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
 - f. whether there is an adequate connection between a trip and official duties;
 - g. the reasonableness of the total amount spent by a sponsor of the trip;
 - h. whether there is a direct and immediate relationship between a source of funding and an event;
 - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
 - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
 - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

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Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

"De minimis" exception: Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

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17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* The trip sponsor *must* sign the form and certify that the information is true, complete, and correct. For trips with more than one sponsor, each additional sponsor *must* complete its own signature page and certify that the information contained in the form is true, complete, and correct.

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**NDI-IRI ZIMBABWE INTERNATIONAL ELECTION OBSERVATION MISSION (ZIEOM)
TO ZIMBABWE'S JULY 30, 2018 ELECTIONS**

Draft Agenda (Staff Travel to Districts)

TIME	EVENT
Tuesday 24 July, 2018 – DELEGATE DEPARTURE	
5:40pm	Delegates Depart IAD for Harare <i>South African Airways 210 connecting to South African 24</i>
Wednesday 25 July, 2018 – DELEGATE ARRIVAL	
9:15pm	Delegates Arrive in Harare <i>Delegates met at airport by Zac Sideras, ZIEOM Security and Operations Manager, for transport to the York Lodge</i>
All day	ZIEOM Welcome Desk in Hotel Lobby
Thursday 26 July, 2018 – BRIEFINGS	
All day	ZIEOM Help Desk
6:30am – 9:00am	Breakfast
9:00am – 10:30am	Discussion with Opposition Party Leaderships <i>Douglas Mwonzora, Secretary General, MDC-T</i> <i>Welshman Ncube, President, MDC</i> <i>Tendai Biti, President, PDP</i>
10:30am – 10:45am	Coffee Break
10:45am – 12:15pm	Long-Term Analyst Assessments <i>Natasha Rothchild, ZIEOM Political and Campaign Environment Analyst</i> <i>Kseniya Dashutina, ZIEOM Electoral Administration Analyst</i> <i>Angella Ngwalo, ZIEOM Inclusion Analyst</i> <i>Ahmed Farag, ZIEOM Legal Framework Analyst</i>
12:15pm – 1:30pm	Lunch
1:30pm – 3:00pm	Meeting with the ZEC <i>Justice Priscilla Chigumba, Chairperson, ZEC</i>
3:00pm – 3:15pm	Coffee Break
3:15pm – 5:00pm	Surveys and Reports on the Pre-Election Environment <i>Eldred Masunungure, Director, Mass Public Opinion Institute (MPOI)</i> <i>Traci Cook, Senior Regional Advisor, NDI</i>
5:00pm – 7:00pm	Break
7:00pm	Dinner
Friday 27 July, 2018 – BRIEFINGS	
All day	ZIEOM Help Desk
6:30am – 9:00am	Breakfast
9:00am – 10:30am	Media Roundtable Discussion <i>Duminsani Muleya, Chairperson, Zimbabwe National Editors Forum</i> <i>Patience Zirima, Director, Media Monitors Zimbabwe</i> <i>Farai Monro, Creative Director, Magamba Network</i>
10:30am – 11:30am	Coffee Break
11:30am – 1:00pm	Party Meeting with ZANU-PF <i>Simon Khaya-Moyo, National Chairperson, ZANU-PF</i>
1:00pm – 2:00pm	Lunch
2:00pm – 3:30pm	Deployment Logistics, Distribution of Observation Kits and Security Briefing <i>Zac Sideras, ZIEOM Security and Operations Manager</i> <i>Larry Garber, ZIEOM Co-Director</i>
3:30pm – 3:45pm	Coffee Break
3:45pm – 6:30pm	E-Day Procedures, Observation Methodology, Reporting and Code of Conduct <i>Richard Klein, Senior Advisor for Elections, NDI</i> <i>Liz Lewis, Deputy Director of Africa Programs, IRI</i>

**NDI-IRI ZIMBABWE INTERNATIONAL ELECTION OBSERVATION MISSION (ZIEOM)
TO ZIMBABWE'S JULY 30, 2018 ELECTIONS**

	Kseniya Dashutina, <i>ZIEOM Electoral Administration Analyst</i>
6:30pm – 7:00pm	Announcement of Deployment Areas and Teams Larry Garry, <i>ZIEOM Co-Director</i>
7:00pm	Dinner
Saturday 28 July, 2018 – DEPLOYMENT	
All day	ZIEOM Support Office
6:30am – 9:00am	Breakfast
9:00am – 11:00am	Roundtable with Diplomatic Missions Philippe Van Damme, <i>EU Ambassador</i> Michael Nelwamondo, <i>Counselor, South Africa</i>
11:00am – 11:15am	Coffee Break
11:15am – 11:30am	Group Photograph
11:30am – 1:30pm	Observer Deployments. Call Center Opens and Election Day Planning.
1:30pm – 6:30pm	Region-Specific Call Center Operations and Election Day Planning
*Dinner will be on your own this evening.	
Sunday 29 July, 2018 – REGIONAL BRIEFINGS AND ELECTION DAY PLANNING	
All day	ZIEOM Support Office/Call Center
6:30am – 9:00am	Breakfast
9:00am – 7:00pm	Region-Specific Briefings and Election Day Planning
*Dinner will be on your own this evening.	
Monday 30 July, 2018 – ELECTION DAY	
All day	ZIEOM Support Office/Call Center
4:30am – 5:00am	Check in with Harare Coordination Center
5:00am – 5:30am	Depart Harare to Observe Opening of Polling Stations
5:30am – 7:00am	Observe Opening of Pre-Selected Polling Station 1
7:30am – 10:00am	Delegate Visits Pre-Selected Polling Station 2
10:30am – 1:00pm	Delegate Visits Pre-Selected Polling Station 3
1:00pm – 2:00pm	Lunch. Check-in with Harare Call Center on Morning Polling Station Observations.
2:30pm – 5:00pm	Delegate Visits Pre-Selected Polling Station 4
5:30pm – 8:00pm	Delegate Observes Closing at Pre-Selected Polling Station 5
8:00pm – 12:00am	Observe the Collation Process. Check-In and Report Observation Results to Call Center.
*Dinner will be on your own this evening.	
Tuesday 31 July, 2018 – DEBRIEF AND DEPARTURE	
All day	ZIEOM Support Office/Call Center
6:30am – 9:00am	Breakfast
8:00am – 10:00am	Delegation Debriefing of Election Day <i>With NDI and IRI Senior Advisors and Leadership</i>
10:00am	Depart for Airport
1:00 – 2:40pm	Delegates Depart Harare, Zimbabwe <i>South African Airways 23</i>
2:40pm – 6:30pm	Layover in Johannesburg
6:30pm – 12:55am	Johannesburg – Dakar <i>South African Airways 207</i>
Wednesday 1 August, 2018	
12:55am – 1:55am	Plane Change in Dakar
1:55am – 6:25am	Dakar – Washington (IAD) <i>South African Airways 207</i>
6:25am	Arrival in Washington, DC